

TIA S. GASQUE

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CORE COMPETENCIES: Employee Relations, Program and Contract Management, Partnership Development and Relationship Management, Recruitment and Selection, Microsoft Office and Outlook, WordPerfect, Peoplesoft, Kronos

EDUCATION

2002 **B.S., Business Administration**, Morgan State University

PROFESSIONAL EXPERIENCE

- 2006 – present **Human Resources Administrator, Power Tools Group, Black & Decker**, Towson, MD
- Maintain employee records for 700 personnel across 9 of business units/departments.
 - Plan and conduct weekly new employee orientations to groups of 5 to 10 new employees, delivering information on benefits as well as on workplace policies and procedures.
 - Assist with employee selection/termination including extending offers, preparing offer letters and new hire forms, and preparing employee separation notices and related documentation.
 - Run queries using Peoplesoft system and prepare analyses/reports on compensation, recruitment & retention and headcount.
 - Create/update job descriptions, maintain job description files, and handle job postings on bulletin boards, Monster.com, and the Black & Decker Career Opportunities System.
 - Assist and conduct employee relations and counsel associates on HR policies and procedures.
- 2004 – 2006 **Program Coordinator, Youthful Offenders Initiative, The Center for Urban Families**, Baltimore, MD
- Managed the Baltimore operations—funded at \$220,000—of national re-entry initiative sponsored by the U.S. Department of Labor and the STRIVE National Employment and Training Program.
 - Tracked employment, job readiness and educational activities of 80 ex-offenders.
 - Developed and maintained partnerships with state and federal agencies, community-based organizations, employers, and job training providers.
- 2003 – 2004 **Intake and Community Outreach Coordinator, The Center for Urban Families**, Baltimore, MD
- Managed implementation and documentation for \$400,000 state-funded Welfare-to-Work contract.
 - Developed recruitment campaign for community based organizations, social service/governmental agencies, schools, faith based organizations and businesses to recruit candidates for training program.
 - Assessed applicants' employability levels by considering employment history, ambitions, educational attainment, familial and housing status, mental acuity, substance abuse history, and any other factors that may hinder an applicant from attaining and retaining employment.
 - Conducted group orientations and administered career assessment tools (including the COPS and TABE) for those transitioning from public assistance to work.
 - Promoted into project management role after one year with the organization.

COMMUNITY INVOLVEMENT

2006- Present *Certified Volunteer, Big Brothers Big Sister*, Villa Cresta Elementary School, Black & Decker Partnership

PROFESSIONAL DEVELOPMENT

- 2004 *Certificate of Completion, Fundamentals of Human Resource Management*, University of Maryland Baltimore County
- 2004 *Current Personnel Issues*, Associated Black Charities, Inc., Catalytic Capacity Building Training Series
- 2004 *Human Resource Development*, Associated Black Charities, Inc., Catalytic Capacity Building Training Series
- 2004 *Why and How to Write Job Descriptions*, Maryland Association of Non-Profit Organizations
- 2004 *Employment Practices and Handbook Development*, Maryland Association of Non-Profit Organizations